

CONFIDENTIAL

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Acting Director of Information Services
1206 Ames Building

EXTENSION

NO.

DD/A Registry

83-0451/14

25X1

DATE

13 JUL 1983

25X1

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

EO/DDA

2.

3.

ADDA

4.

5.

DDA

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

DD/A REGISTRY
FILE: 100-5

UNCLASSIFIED When Separated

FORM 1-79

610

USE PREVIOUS EDITIONS

CONFIDENTIAL

C O N F I D E N T I A L

OIS 83-454

13 JUL 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Acting Director of Information Services

SUBJECT:

Reduction in Travel Authorizing Personnel

DD/A Registry
83-0451/14 25X1

1. In responding to the effort to reduce the number of personnel in the Agency who are authorized to approve TDY travel, we have reviewed our files on the subject and find that some changes can be made. Personnel whose authority to approve financial transactions within the Office of Information Services should be revoked are as follows:

<u>Name</u>	<u>Original Authorization</u>	
	11 December 1979	25X1
	15 October 1980	
	11 December 1979	25X1

2. Personnel who have current authorization authority and who should continue to have this authority by virtue of their positions and responsibilities are as follows:

<u>Name</u>	<u>Authority Granted</u>	
	14 April 1981	25X1
	17 August 1981	
	12 August 1982	
	18 January 1980	


has been granted this authority because of the need to ease the administrative burden of his Branch

25X1
25X1

25X1

C O N F I D E N T I A L

C O N F I D E N T I A L

3. Copies of the forms showing approval for the delegation of the currently required authority are attached for your reference. In addition, action has been taken to notify the Office of Finance of the names of our former personnel who should be removed from their OIS approval files. 

25X1

 25X1

Attachments:
As stated

C O N F I D E N T I A L